



Dawson College Scholars in Residence Program

In May 2004, the Office of Professional Development and Research established a program entitled *Dawson Scholars in Residence*. This initiative addresses the fact that many of Dawson's funded researchers remain interested in continuing their research activities post-retirement.

The Scholars in Residence Program offers support to retired researchers by granting access to services that would otherwise be terminated upon their retirement. The program is aimed at researchers both with and without external funding, who wish to continue self-directed research that began at Dawson College.

Eligibility and Requirements

- Retired Dawson teachers and staff who wish to conduct research in any discipline can apply for Scholar in Residence status
- The applicant should have a record of active research in any discipline during his or her tenure at Dawson College, and be in good standing at the College
- Applicants who have academic status at another institution should justify why they require additional affiliation with Dawson
- Dawson College must be mentioned as an affiliated institution in any publications or works stemming from the research conducted while a Scholar in Residence
- Approval of the application is subject to assessment by the Academic Dean

Application Process

To apply for the program, please send the following documents to the Research Office in 4B.3A-6 or by email to research@dawsoncollege.qc.ca:

- A completed Scholars in Residence application form
- An updated CV that includes a list of publications and grants awarded
- A maximum 1 page single-spaced statement of research, including a brief description of the candidate's previous research work, broad overview of proposed research themes and brief justification of how Scholars in Residence status will be used

These documents may be used in promotional materials and events by the Research Office. The candidate's dossier will be reviewed by the Academic Dean.

Renewal Process

At the end of each year for which Scholar in Residence status has been granted, the Research Office will contact each member to request an update. If the Scholar wishes her/his status renewed, s/he should submit an updated CV with any changes from the previous year (e.g. new publications or grants). The Research Office will submit the renewal request to the Academic Dean, contact the applicant with the results and update the file.

Services

Scholars in Residence will be granted the following privileges for a period of one year (renewable):

- A letter affirming his or her status as *Scholar in Residence* fellowship signed by the Academic Dean
- Permission to use Dawson as host institution when applying for research grants
- Dawson staff ID card (valid for 2 years, renewable)
- Access to Dawson's library and inter-library loans
- Dawson telephone extension and voicemail access
- Dawson email address and access to Webmail
- Access to a self-financed budget code for use at the Dawson Print Shop
- The Research Office and Academic Dean will review funding applications and prepare appropriate letters of support and necessary signatures

Administration

Once approval is granted by the Academic Dean, the Research Office will contact IST, the retired Scholar's home department and the Academic Dean to inform these departments of the applicant's status, and whether the application is new or a renewal. The Research Office in the OID will maintain a log of all applications, renewals and decisions by the Academic Dean.

For faculty who are the PI of a grant, or who are in the fourth year (prolongation) upon their retirement, the OID will develop an end of grant transition framework to ensure compliance with agency requirements. Some agencies require PIs to remain employed throughout their grant tenure, and subsequently, funds may have to be returned. In most cases for new applications, we would expect Scholars in Residence to be collaborators or co-applicants post-retirement. In cases where Dawson is expected to be the administrator of the grant, the PI and the College will negotiate an agreement before the grant is submitted regarding financial administration and indirect costs. In most cases, the College will require adequate compensation to offset costs associated with grants administration.